

Frequently Asked Questions

about congregational finances as they relate to the Saint Paul Area Synod and the ELCA

Whom do I contact if I have questions about sending money to the Saint Paul Area Synod or the ELCA?

Email Myrna Lamberton at myrna.lamberton@spas-elca.org or call her at 651.224.4313.

What address do I use when sending money to the offices of the Saint Paul Area Synod?

Send checks along with a remittance form to Saint Paul Area Synod, P.O. Box 64689, St. Paul, MN 55164-0689.

Is there a remittance form available online?

A generic remittance form is available under Forms and Reports. If you would like your individual congregational remittance form, with congregation number, name, and address sent to you either online or mailed, contact Myrna Lamberton.

What are the responsibilities of the congregational treasurer and the bookkeeper?

The website of the ELCA Office of the Treasurer provides information for treasurers and bookkeepers relating to responsibilities, accounting systems, fund recording, payroll tax obligation, and audits.

Where do I find ELCA codes for contributions to be sent through the Saint Paul Area Synod to the ELCA? (Examples of these designated contributions would be World Hunger, Disaster Response, Missionary Support, etc.)

The code listing is available through the ELCA Office of the Treasurer. These codes can be sorted by code or by name and printed from the website. When sending money to the synod, it is helpful to include a code and a description.

Resources for Congregational Treasurers

Evangelical Lutheran Church in America

Office of the Treasurer

1.800.638.3522

www.elca.org/treasurer

Evangelical Lutheran Church in America

General Counsel's Office (in Office of the Secretary)

1.800.638.3522

www.elca.org

For legal questions or for questions concerning your congregation's IRS recognition as a 501(c)(3) organization under the umbrella of the ELCA, contact Lorraine Shields, legal assistant at 773.380-.2401.

Board of Pensions

Evangelical Lutheran Church in America

612.333.7651

www.elcabop.org

For questions regarding clergy/staff health and pension benefit packages. Be sure you have a conversation with a customer service representative before finalizing numbers in a salary package for employees.

Christian Ministry Resources

1.800.222.1840

www.churchlawtoday.com

Offers resources for treasurers and planning tools. One particularly helpful book is *Church and Clergy Tax Guide-2006 Edition* (updated each year) which gives answers to many tax questions and also gives example situations that present questions.